

CRIMINAL FRAUD INVESTIGATOR - Major Duties and Responsibilities

The incumbent will develop and execute anti-fraud training programs for authorities in their Area of Responsibility (AOR) and internal staff. These trainings will include investigative techniques that support the above listed criminal investigations. Incumbent may have national responsibilities beyond their post's AOR, and this may include supporting investigations and trainings regionally with OCI approval.

The incumbent will be responsible for completing detailed and timely written reports on core program responsibilities and managing the program's criminal investigative caseload. Reports are required to meet the program's monthly, quarterly, and annual requirements

1. **Criminal Investigations (50%)** The incumbent will conduct sensitive, routine, and complex criminal investigations which will primarily focus on consular cases involving counterfeit/forged documents, human trafficking and smuggling, terrorism, identity theft, bribery, extortion, conspiracy, misrepresentation, and malfeasance. At the direction of the ARSO-I, the incumbent may also assist with FBI, DEA, USMS, USSS, or other U.S. law enforcement agency investigations. Some investigations may require the incumbent to travel, either with the ARSO-I or independently while investigating leads. The incumbent will track investigative activity in a case tracking system and will be responsible for completing detailed and timely written reports on his/her investigations. Incumbent will brief the RSO, Consular Chief, ARSO-I and Fraud Prevention Manager on the status and outcome of his/her investigations. Incumbent will coordinate with the Fraud Prevention Unit to conduct research of criminal organizations who traffic in documents for the purpose of alien smuggling and trafficking. The incumbent's investigations will influence a decision to arrest, detain, or criminally prosecute an individual under U.S. or local criminal law. As part of the incumbent's casework, the incumbent will be required to conduct professional, independent, and/or joint subject interviews with the U.S. law enforcement representatives. The incumbent will assist in ensuring that all official reports of investigation and evidence is transferred to host government or other foreign law enforcement authorities to aide in criminal prosecution, while following Department policies for releasing visa and other controlled information as directed under 9 FAM, 12 FAM, and U.S. law. The incumbent may also be required to provide testimony in local or U.S. courts for criminal trial purposes.
2. **Training (20%)** Incumbent is responsible for researching, developing, and presenting training materials related to DSS' criminal investigations program and post's anti-fraud efforts, covering topics that include but are not limited to regional/global fraud trends, fraudulent document identification, document security features, impostor detection, human trafficking, foreign terrorist fighter travel, irregular migration, etc. The incumbent will become a subject matter expert on these topics and provide training deliverables to Mission staff and host nation law enforcement, justice partners throughout the country/region, and to private sector partners (i.e. airline staff, etc.) on a wide array of law enforcement and fraud detection topics. Training deliverables will take place in formalized learning environments, such as during dedicated training days for Consular Staff, at law enforcement conferences and training seminars, and at professional development days for private sector partners. Training deliverables will occur twice each quarter at a minimum (at least eight times per year). The incumbent will be responsible for independently continuing the investigative and training programs at post, with limited guidance from the RSO, ARSO-I, and DS/INV/OCI.
3. **Liaison (20%)** The incumbent will be required to establish and maintain professional relationships throughout all levels of host-nation law enforcement agencies, host-nation immigration and airport authorities, prosecutors and various other government entities and the private sector as appropriate. These relationships will assist the ARSO-I office in promoting cooperation and mutual assistance in the furtherance of the criminal investigation program. These relationships will also support various offices throughout the Mission in furtherance of foreign policy objectives. The incumbent will also assist in arranging and facilitating U.S. extraditions by maintaining professional relationships with local law enforcement and host-nation airport authorities in regards to providing logistical support during these extraditions. The incumbent will maintain a contact database and facilitate ARSO-I liaison meetings and activities. In absence of the ARSO-I (TDY, gap in assignment staffing, etc.), incumbent will be required to independently manage and maintain program objectives. During this time, Incumbent will report directly to RSO and provide weekly program status reports.
4. **Administration and Analysis (10%)** The incumbent will monitor local open sources and law enforcement reporting to collect criminal intelligence for the development of investigations and training programs. The incumbent will be required to independently manage and maintain all program equipment and assets, to include assistance in procurement requests for training materials and travel. Incumbent will be expected to manage program resources in accordance with program and Department guidance. The incumbent will provide a weekly status report of the program to the RSO and Consular Chief.
5. **Other Duties** During times of staffing shortages, due to the rotation of DS personnel or turnover of local staff, the incumbent may be required to contribute to other RSO programs for specific and limited period of time while maintaining his/her primary duties to the criminal investigation program.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."